

Appendix 18

Admissions policy

General Statement

At Brilliant International Private School, we follow EYFS and the Cambridge Curriculum with MOE subjects embedded. Our academic year runs from August to June. Children can be admitted during the academic year if a place becomes available subject to SPEA guidelines and Entrance assessment criteria.

BIPs prides itself on an admission policy that does not discriminate against any child or family. All children are welcome to apply regardless of nationality, ethnicity or religion.

Our admission process begins in the month of January for the following academic year (August/September).

Eligibility

- Admissions to EYFS are accepted on a play-based assessment to determine the child's readiness for school. The assessment will focus on the child's personal, social and emotional development, their communication and language skills, and some consideration of their physical development.
- Year 1- 2 registrations will be subject to a review of the child's most recent school report (if applicable) and will include an English and Maths assessment.
- Year 3+ registrations will review your child's most recent school report and a CAT4 assessment. Those students wishing to join Year 10 – 13 will also be interviewed by each of our subject specialists to determine your child's subject knowledge.
- We work in accordance with SPEA age enrolment guidelines and aim to place children in the appropriate year group. Students who are transferring from schools following different curriculum are advised to contact our Sr. Secretary for advice when completing their on-line registration.
- English is the language of instruction and daily operation at BIPs. We aim for all students to become fluent English speakers, able to read and write in English at an operational level for their age. BIPs does provide limited English Language support for students for whom English is an additional language, but we do not have intensive support programmes for student falling more than 2 grade levels behind in English language ability. Parents will be encouraged to provide additional support, at their own expenses, for English language learning activities.
- BIPs is a fully inclusive school and does accept students with some specific learning difficulties or moderate special educational needs. It is essential that parents disclose all information regarding their child's individual needs to ensure BIPs can provide appropriate support. Failure to disclose relevant information at the time of application may result in the withdrawal of a place.

Admission Priorities

- Admission will be subject to the availability of places in the appropriate year group. All students will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure there is a balance of gender, academic abilities and nationalities.

Age Requirements

Entry age by 31 st August	BIPs	North America
	Year	Grade
3 years old	FS1 (Pre-School)	PreK
4 years old	FS2 (Reception)	KG1
5 years old	1	KG2
6 years old	2	1
7 years old	3	2
8 years old	4	3
9 years old	5	4
10 years old	6	5
11 years old	7	6
12 years old	8	7
13 years old	9	8
14 years old	10	9
15 years old	11	10
16 years old	12	11
17 years old	13	12

Registration Process

In order to complete the full registration process, parents must complete each of the following steps. BIPs will confirm progress at each stage.

1. Complete the online enquires form. (<http://bips.fortidyndns.com:8000/Admission/Admissionbips.aspx>)
 - Assessment fee collected. (200AED Non-refundable).
2. Interview and assessment (CAT4/ School Administered admission tests).
 - Successful result email shared with parents.
3. Submit relevant documentation to Sr. Secretary by email or in person.
4. Payment of registration fee (500AED). Your first terms fees will be reduced by this amount.
5. Payment of first instalment fee.
6. Student added to school enrolment.

Documentation

1. 6 recent coloured passport size photographs.
2. A copy of student's passport with valid residence visa.
3. A copy of family book (for UAE nationals only)
4. The original Emirates ID + a copy
5. A copy of the birth certificate.
6. A copy of the vaccination card+ medical file from the previous school.
7. A copy of father's passport with valid residence visa + a copy of Emirate
8. **Original continuous studying letter** from the previous school.
9. **Original pass certificate** of the last grade level (from KG onward).
10. **Original transfer certificate**.
11. If a student is transferring from a school located outside the UAE all documents must be endorsed by the ministry of education, the ministry of foreign affairs, and the UAE embassy of the issuing countries.

All documents for admission should be submitted to the school authorities within 20 days from the date of admission.

Enquiries regarding any of the process can be made through enquiries@bips.ae

Fee Concessions

The Administration officer may consider requests for fee concessions with valid documentation. An appointment will need to be arranged to discuss after a formal offer of a place has been made. Currently there are no fee concessions available except the fee discount for the academic year 2022-2023.

Notice of Leaving

- Where ever possible BIPs requires one terms full notice that a student is leaving.
- SPEA issues regulations regarding the collection of school fees depending on the period the student has been at the school and BIPs adheres to these regulations in full.
- When fees remain unpaid, students are not entitled to receive a transfer certificate or their final reports until all fees have been paid.

Date Reviewed – 25th January 2022

Next Review Date – September 2022